



ADOA
Arizona Department of Administration



human resources information solution

"A World of Information for Arizona Employees"

New Hire Training

Table of Contents

Using this Training Manual.....	1
Text Conventions.....	1
Visual Elements.....	1
Screen Captures.....	2
Task Step Chart.....	2
HRIS Basics.....	3
HRIS Forms.....	3
HRIS System Messages.....	3
HRIS New Hire Flow Chart.....	5
New Hire Process with Hiring Gateway.....	6
Hiring Gateway Overview.....	6
Hiring Gateway Process.....	6
Hiring Gateway Email.....	6
Hiring Gateway Email when Employee does not exist in HRIS.....	7
Hiring Gateway Email when Employee does exist in HRIS and is in a Terminated, Retired or Deceased Status.....	7
Hiring Gateway Email when Employee does exist in HRIS and is not in a Terminated, Retired or Deceased Status.....	7
Hiring Gateway Problems – No Email Received.....	8
Hire an Applicant (XP52.4) With Hiring Gateway- Parameters Tab (APP-HIRE1).....	9
Hire an Applicant (XP52.4) With Hiring Gateway- Selected Items 1 Tab (APP-HIRE1).....	12
Hire an Applicant (XP52.4) With Hiring Gateway- Selected Items 2 Tab (APP-HIRE1).....	14
Hire an Applicant (XP52.4) With Hiring Gateway- Selected Items 3 Tab (APP-HIRE1).....	16
New Hire Process with Hiring Gateway – Process Update.....	20
New Hire Process Without Hiring Gateway.....	21
Overview.....	21
Applicant Form (XP31.1) – Main Tab.....	22
Hire an Applicant (XP52.4) Without Hiring Gateway- Parameters Tab (APP-HIRE1).....	26
Hire an Applicant (XP52.4) Without Hiring Gateway- Selected Items 1 Tab (APP-HIRE1).....	29
Hire an Applicant (XP52.4) Without Hiring Gateway- Selected Items 2 Tab (APP-HIRE1).....	31
Hire an Applicant (XP52.4) Without Hiring Gateway- Selected Items 3 Tab (APP-HIRE1).....	33
New Hire Process without Hiring Gateway – Process Update.....	37
New Hire Process Continued.....	38
Overview.....	38
Individual Action (XP52.1)- Parameters Tab (HIRE-REHR2).....	39
Individual Action (XP52.1)- Selected Items 1 Tab (HIRE-REHR2).....	42
Individual Action (XP52.1)- Selected Items 2 Tab (HIRE-REHR2).....	45
Individual Action (XP52.1)- Selected Items 3 Tab (HIRE-REHR2).....	48
Individual Action (XP52.1)- Parameters Tab (HIRE-REHR3).....	51
Individual Action (XP52.1)- Selected Items 1 Tab (HIRE-REHR3).....	54

Using this Training Manual

When you attend HRIS Training, this manual will be used to outline the process. In the class you will learn specifics on how to process an individual action.

After training, additional resources can be found on the HRIS Website, including a link to Self Directed Help. This section of the training manual will provide an outline of the naming conventions and setup/flow of the training material.




Text Conventions

The manual is setup using standard text conventions and distinct visual elements to make training easier to follow.

Format	Meaning
Bold	Name of a Form/Field. A manual title. An emphasized word/phrase. A placeholder for a user-defined value.
<i>Italics</i>	A key name. For example, Shift and Enter are key names.

Visual Elements

Visual elements are provided for certain types of information to draw your attention to that element/concept. NOTE: Not all “elements” may be included in this manual.

Format	Meaning
	Tip – provides miscellaneous information about facts that might be of interest to you as you complete the process.
	Warning or Important Note – provides critical points or items that you must address as you complete the process.
	Exercise – indicates an Exercise.

Screen Captures

Screen Captures are provided prior to each Task Step Chart. The capture will identify the Form Name and Form Number according to the task. The numbers identified on the screen capture correspond to the numbered tasks in the chart.

Example:

HRIS State of Arizona
EMPLOYEE US TAXES (PR13.1)
 Welcome,
 Go To Preferences Help

1) Company: 1 STATE OF ARIZONA
 2) Employee: 39472 PRESLEY, ELVIS A.
 3) Resident
 State: AZ Arizona
 County:
 City:
 Sch Dst:
 6) Work
 State: AZ Arizona
 7) Workers Comp State: AZ Arizona
 EIC Status:
 BSI Group Code: DCGRPB

FC	Ded	Description	Res	Mar	Exemp	Exempt	Tax	Cert
				Sts	Number	Amount	Ex	Code
	T101	FEDERAL WITHHOLDING	Y	1	2		Y	
	T201	AZ STATE W/H TAX	Y	1				

Add Exemptions Add Tax Info Effective Dates

Tax Code	Rate	Amount	BSI Formula

Task Step Chart

The Task Step Charts are set up to easily identify each necessary step taken with follow through explanation to make training easier to follow.

Format	Meaning
Number Column	This number identifies, on the screen capture, the order the steps are to be taken (in sequence)
HRIS FIELD	This identifies the field on the form that your action is required.
R/O	This will tell you if the field you are working on is a Required field or an Optional field.
Step/Action	This will identify what needs to be entered in the current field.
Expected Result	This will identify the result of your current action taken. If the task step chart is blank, make sure to always check the lower left hand corner of your screen for messages from HRIS.
Notes/Additional Information	This will identify Warning or Important Note – provides critical points or items that you must address as you complete the process.

HRIS Basics

HRIS has a number of standard features that work the same regardless of the field you are on in the system.

HRIS Forms

- HRIS Forms will always open with the fields blank.
- When navigating in HRIS, you can move from field to field by pressing the Tab button on your keyboard, or clicking your mouse in each new field.
- You must then type or select from a drop down menu the items you want to fill into your fields. If you transfer from another HRIS form, some of the data from the previous form (ex. Company and Employee EIN) will fill in those same data items on the new form.

Completing Fields on HRIS Forms

There are key fields, which are required on HRIS Forms.

- All information should be entered in CAPITAL LETTERS.

Name:

- Do not use punctuation.
- Address 1:
- Phone numbers are input with periods. (602.111.1111)
- Information is Added/Changed/Inquired on using the navigation bar. You can also use the buttons Next/Previous to move between Employee records.

HRIS System Messages

- Always check the bottom left corner of a form for system messages such as "Add Complete-Continue."
- HRIS has built in edits to validate information. For example:
 - The Social Security Number is checked by HRIS to see that it is in the correct format and it does not already exist.

Introduction

The HRIS New Hire process should be followed anytime an Employee is being hired into State Service for the first time, or if the Employee left State Service prior to the HRIS Go-Live December 2003. To process a new hire the agency will complete a number of HRIS Forms including:

- ZH11.1 - Social Security Look-Up
- XP31.1 - Enter An Applicant
- XP52.4 - Hire An Applicant
- XP52.1 - Individual Action
- PR13.1 - Employee US Taxes
- HR20.1 - Additional Contacts
- PA12.1 - Emergency Contacts
- PA26.1 - Review

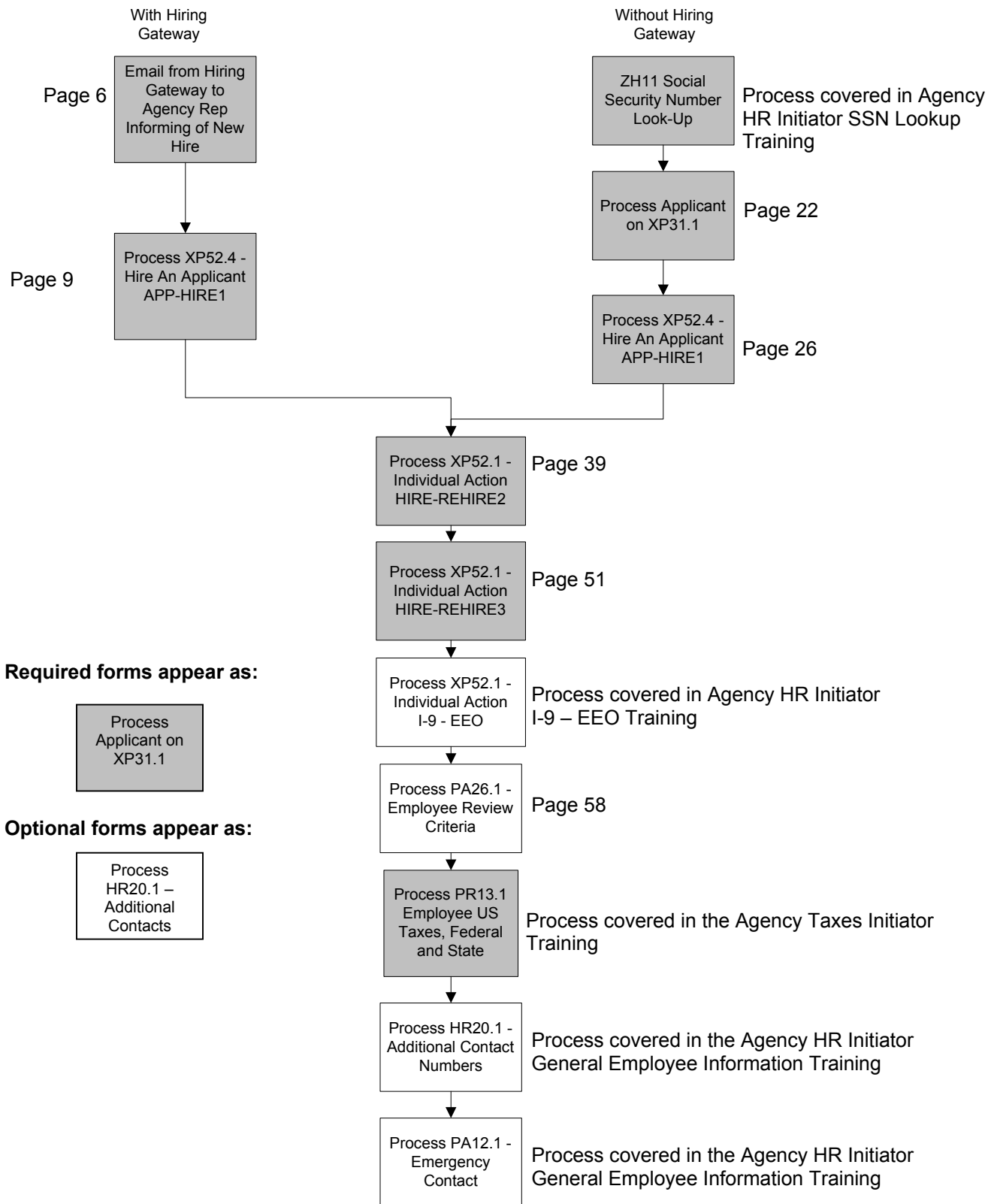
The new hire process does not begin until the applicant has been made a job offer, has accepted a position with the State of Arizona and/or has passed all prerequisite background checks/examinations.

The new hire process will vary depending on whether or not the information has been entered into the Hiring Gateway (See Page 5). You must follow each process as it is outlined depending on whether or not Hiring Gateway has been utilized.

During the hire process, your transaction has not been completed (saved) until you see one of the following messages:

- Add Complete-Continue,
- Applicant Hired Continue,
- Action processed; deductions updated; continue, or
- Change Complete-Continue.

HRIS New Hire Flow Chart



New Hire Process with Hiring Gateway

Hiring Gateway Overview

The Human Resources Division of the Arizona Department of Administration is implementing a new, paper-less recruiting and hiring system - Hiring Gateway. All departments and agencies in State government will share the Hiring Gateway system. The system will provide opportunities to streamline and improve current hiring/recruiting processes, reduce costs, improve access to information for hiring managers and their agency human resources personnel. Hiring Gateway will assist recruiters and hiring managers in every stage of the recruiting process; from the development and approval of hiring requisitions, to posting job openings, to storing and sorting thousands of resumes, to automated candidate tracking actions, and finally, to extending an offer. **Hiring Gateway will also integrate selected applicant data for new hires into our existing HRIS system.**

Hiring Gateway will greatly improve services to job seekers by providing a one-stop internet job board for applicants to apply for any posted opening in the State of Arizona through easy, on-line resume submittal.

Hiring Gateway Process

An email will be generated from Hiring Gateway and sent to your agency contact. This email will be the notification to your agency contact that an applicant has been hired through Resumix and Hiring Gateway. This email will contain the Applicant Number and the position number of the new Employee.

After you have received the email, you will continue with the hiring process using the Hire an Applicant Form (XP52.4). The path to follow is the Hire an Applicant (XP52.4) With Hiring Gateway – Parameters Tab (APP-HIRE1) (Page 9).

When hiring an Employee through Hiring Gateway, it is not required that you complete the Social Security Look-Up Form (ZH11.1) and the Applicant Form (XP31.1). The information you would enter on these forms will be pre-populated for you from Hiring Gateway.

Hiring Gateway Email

Once the Hiring Gateway process is complete and the information is moved into HRIS, the Hiring Coordinator at your agency will receive an email from Hiring Gateway. Once this email is received, the coordinator can then go into HRIS and begin the hiring process.

The email that will be received from hiring gateway contains different information depending on whether or not the Employee has ever worked for the State of Arizona.

Hiring Gateway Email when Employee does **not** exist in HRIS

When a Decision Accept has occurred for a candidate whose Social Security Number (SSN) does not match any SSN entries in the Lawson database.

Subject: "Candidate Added into XP31.1 form successfully"¹

Body: "Databridge has successfully added candidate on XP31.1.

Requisition Number =

Last Name =

First Name =

Home Phone =

Applicant Number =

Position# =

Hiring Gateway Email when Employee does exist in HRIS and is in a Terminated, Retired or Deceased Status

When a Decision Accept has occurred for a candidate whose Social Security Number (SSN) matches an SSN entry in the Lawson database and the employee status is either T1 or T2 or T3 or R1 or T2 or T3 or U1 or U2.

Subject: "Re-Hire has been made from Resumix."

Body: "Received a Re-Hire request from Resumix, which has been ignored by Databridge.

Databridge has not sent any value to Lawson/HRIS.

Requisition Number =

Last Name =

First Name =

Home Phone =

EIN# =

Position# =

Hire Date =

Hiring Gateway Email when Employee does exist in HRIS and is **not** in a Terminated, Retired or Deceased Status

When a Decision Accept has occurred for a candidate whose Social Security Number (SSN) matches an SSN entry in the Lawson database and the employee status is not T1 or T2 or T3 or R1 or T2 or T3 or U1 or U2.

Subject: "Internal Transfer has been made from Resumix."

Body: "Received an Internal Transfer request from Resumix, which has been ignored by Databridge. Databridge has not sent any value to Lawson/HRIS.

Requisition Number =

Last Name =

First Name =

Home Phone =

EIN# =

Position# =


Hire Date ="

Hiring Gateway Problems – No Email Received

If you do not receive an email from Hiring Gateway, you should complete the following steps before attempting to Hire the Employee without Hiring Gateway:

- Review your agency hiring source document for the Employee's information.
- Use the Applicant Form (XP31.1) to do a name OR SSN search for the applicant. To do a search, you will click the drop down arrow at the end of the Applicant field, and type your search criteria into the Find Options section on the left pane.
 - If you find the Applicant you need continue with the New Hire Process with Hiring Gateway.
 - If you do not find the Applicant you need. You will need to contact your agency recruiter to determine if the Hiring Gateway process was completed.
- Depending on your agency policies and guidelines you may need to wait until the recruiter has completed the Hiring Gateway process. If your agency allows, you could complete the New Hire Process without Hiring Gateway.

Hire an Applicant (XP52.4) With Hiring Gateway- Parameters Tab (APP-HIRE1)



HRIS
 State of Arizona

HIRE AN APPLICANT (XP52.4)

Welcome,
[Go To](#) [Preferences](#)

XP52.4

1

[Add](#) [Change](#) [Delete](#) [FillDefaults](#) [Inquire](#) [Next](#) [Previous](#)

[Home](#) [Hire a...](#)
Data Directory
 1) Company: 1
 2) Applicant: 6994
 3) Action, Nbr: APP-HIRE1
Related Pages
[Parameters](#)
[Selected Items 1](#)
[Selected Items 2](#)
[Selected Items 3](#)

2 Company: 1 STATE OF ARIZONA
3 Applicant: 6994 HIRING, GATEWAY T. 526-79-8764
Action, Nbr: APP-HIRE1 **4**
Requisition: **5**
Effective: 09/01/2004 **6**

7 Reasons: H-DIRECT [Comment](#)


Parameters


9 Immediate: Y Yes
10 Anticipated End:
11 Update Benefits: Not Applicable
12 Update Required Deductions: Not Applicable
13 New Deduction Begin Date:
14 Pre-Assign Employee Nbr: Not Applicable
15 Employee:
 Assigned Position:

[Curr Calc](#)


Special Processing

16 New Effective Date:

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type XP52.4 in the White Search Box. Press Enter on the keyboard	The Hire an Applicant Form (XP52.4) will open.	
2	Company field	R	Field should default to Company '1'. If field is not Company '1', Type or Select '1'.		All forms/actions must contain a 1 in the Company Field.
3	Applicant field	R	Type or Select Applicant Number of Applicant to Hire	Name will display next to the field after cursor is moved from the Applicant field	If you do not know the Applicant number, you can use the drop down box at the end of the field and search by Last Name, First Name, SSN, etc.
4	Action, Nbr Field	R	Type or Select 'APP-HIRE1'.		
5	Requisition Field	O	Leave Blank		Field is not used for this action.
6	Effective Date Field	R	Type the Date of Hire for the Employee		Date is formatted as MMDDYY
7	Reasons Field – First Box	R	Type or Select from Drop Down the reason for the Hire Action.		First Reason Code is required.
	Reasons Field – Second Box	O	Type or Select the 2 nd Reason for the Hire Action.		The 2 nd Reason Code is not required however it can be used to better define the reason for the Hire Action. It can be useful for reporting purposes.
8	Inquire Button	R	Click Inquire	You should get message "Inquiry Complete, add new values" in the lower left corner. The system will populate the required fields that are needed and will default all information from Hiring Gateway for the Employee.	DO NOT CLICK Add at this point!
9	Immediate Field	R	Type 'Y' in the Immediate Field.	The Hire Action will process Immediately once the action is completed and added.	All New Hire Actions must be completed Immediately. This is what will give you the EIN for the New Hire once the action has been completed and added.
10	Anticipated End Field	R	Leave Blank	This field must be blank.	
11	Update Benefits Field	R	Type or Select 'Y' from the Drop down.	This field must contain a Y.	Whether the employee is eligible for benefits or not, a 'Y' must be put in this field.
12	Update Required	R	Type or Select 'Y' from the Drop down.	This field must contain a Y.	This will activate the new hires required deductions.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
	Deductions Field				
13	New Deduction Begin Date Field	R	Leave Blank	When the action is processed the system will default in the correct date.	
14	Pre-Assign Employee Nbr Field	R	Leave Blank	This field must be blank.	The system will assign the EIN. Do not put anything in this field.
15	Employee Field	R	Leave Blank	This field must be blank. Once the action is correctly completed and added the system will generate and default in the EIN.	Do not enter anything into this field. The system will populate this field once the action has been completed and added.
16	New Effective Date Field	R	Leave Blank	This field must be blank.	Do not enter anything into this field.
17	Selected Items 1 Tab	R	Click on the Selected Items 1 tab located under Related Pages on the left menu pane.	The Selected Items 1 section will appear with the necessary fields to be populated.	Information that was imported from Hiring Gateway will default in.

Hire an Applicant (XP52.4) With Hiring Gateway- Selected Items 1 Tab (APP-HIRE1)



HRIS
 State of Arizona

HIRE AN APPLICANT (XP52.4)

Welcome,
[Go To](#) [Preferences](#)

XP52.4

Add
Change
Delete
FillDefaults
Inquire
Next
Previous

Home Hire a...

Data Directory

1) Company: 1

2) Applicant: 6994

3) Action, Nbr: APP-HIRE1

Related Pages

[Parameters](#)

Selected Items 1

[Selected Items 2](#)

[Selected Items 3](#)

Company: 1 STATE OF ARIZONA

Applicant: 6994 HIRING, GATEWAY T. 526-79-8764

Action, Nbr: APP-HIRE1

Requisition:


Effective: 09/01/2004

Reasons: H-DIRECT


[Comments](#)

Selected Items 1

Data Item	Applicant Value	New Value
Name - First	GATEWAY	
Name - Middle	TEST	
Name - Last	HIRING	
Name Suffix		
Social Nbr	526-79-8764	
Hire Date		
Status		
Position		
Job Code		
Process Level		
Department		
Location		

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	Company field Applicant Field Action, Nbr Field Requisition Field Effective Date Field Reasons Fields	R R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	Name-First Field Name-Middle Field Name-Last Field Name-Suffix Field Social Nbr Field	R O R O R	Verify the information that is populated from Hiring Gateway is correct. Information is displayed in the Applicant Value column. **If information is not correct (or is not displayed), type corrected information in the New Value field.	If information is entered, it will be displayed in the New Value column/ If the field is not changing, the information will be displayed in the Applicant Value column.	SSN Format is 123-45-6789
3	Hire Date Field	R	Type the Employees Hire Date		Format is MMDDYYYY Date entered here automatically defaults to the Adjusted Hire Date, Anniversary Date and Seniority Date fields.
4	Status Field	R	Type or Select from the drop down the Employee's Status.		To access the drop down menu, click the V at the end of the Selected Value field.
5	Position Field	R	Type the Employee's Position Number		
6	x	R	Click Fill Defaults	All information related to the position will be defaulted in. You will receive the message 'Review defaulted fields'.	This is very important. Let the system default the information in from the position.
7	Job Code Field Process Level Field Department Field Location Field	R R R R	Leave default information in this field.	All information needed from the position will be defaulted in.	This is very important. Let the system default the information in from the position. If the information that defaulted in is not accurate, the information <u>must be changed on the position, not the employee.</u>
8	Selected Items 2	R	Click on the Selected Items 2 tab located under Related Pages on the left menu pane.	The Selected Items 2 section will appear with the necessary field to be populated.	Information that was imported from Hiring Gateway will default in.

Hire an Applicant (XP52.4) With Hiring Gateway- Selected Items 2 Tab (APP-HIRE1)



HRIS
 State of Arizona

HIRE AN APPLICANT (XP52.4)

Welcome,
[Go To](#) [Preferences](#)

XP52.4 ▼

Home
Hire a...

Data Directory

1) Company: 1
 2) Applicant: 6994
 3) Action, Nbr: APP-HIRE1

Related Pages

[Parameters](#)
[Selected Items 1](#)
[Selected Items 2](#)
[Selected Items 3](#)

Company: 1 STATE OF ARIZONA

Applicant: 6994 HIRING, GATEWAY T. 526-79-8764

Action, Nbr: APP-HIRE1

Requisition:


Effective: 09/01/2004

Reasons: H-DIRECT


[Commer](#)

Selected Items 2

Data Item	Applicant Value	New Value
Supervisor		
User Level		
Pay Frequency		
Salary Class		
Rate of Pay		
Schedule		
Grade		
Step		
Exempt From Overtime		
Pay Plan		
Annual Hours		
FTE		

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	Company field Applicant Field Action, Nbr Field Requisition Field Effective Date Field Reasons Fields	R R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	Supervisor Field User Level Field Pay Frequency Field Salary Class Field	R R R R	Leave default information in these fields. No Action Required.	All information needed from the position will be defaulted in.	This is very important. Let the system default the information in from the position. If the information that defaulted in is not accurate, the information <u>must be changed on the position not the employee.</u>
3	Rate of Pay Field	R	Type the Rate of Pay for the Employee.		Format for Rate of Pay '00.0000'
4	Schedule Field Grade Field Step Field Exempt from Overtime Field Pay Plan Field Annual Hours Field	R R R R R R	Leave default information in these fields. No Action Required.	All information needed from the position will be defaulted in.	This is very important. Let the system default the information in from the position. If the information that defaulted in is not accurate, the information <u>must be changed on the position not the employee.</u>
5	FTE Field	R	Enter the employee's FTE		Full time =1.0, $\frac{3}{4}$ time = .75, $\frac{1}{2}$ time = .50, and $\frac{1}{4}$ time = .25
6	Selected Items 3	R	Click on the Selected Items 3 tab located under Related Pages on the left menu pane.	The Selected Items 3 section will appear with the necessary field to be populated.	Information that was imported from Hiring Gateway will default in.

Hire an Applicant (XP52.4) With Hiring Gateway- Selected Items 3 Tab (APP-HIRE1)



HIRE AN APPLICANT (XP52.4)

Welcome,

[Go To](#) [Preferences](#)

XP52.4

6
Add
Change
Delete
FillDefaults
Inquire
Next
Previous

Home Hire a...

Data Directory

1) Company: 1

2) Applicant: 6994

3) Action, Nbr: APP-HIRE1

Related Pages

[Parameters](#)

[Selected Items 1](#)

[Selected Items 2](#)

[Selected Items 3](#)

Company: 1

Applicant: 6994

Action, Nbr: APP-HIRE1

Requisition:

Effective: 09/01/2004

STATE OF ARIZONA


HIRING, GATEWAY T. 526-79-8764


Reasons: H-DIRECT

[Comments](#)

Selected Items 3

Data Item	Applicant Value	New Value
Expense Dist Co		
Expense Acct Unit		
Expense Account		
Expense Sub Account		
Activity		
Account Category		
Address Line 1	100 N 15TH AVENUE	
Address Line 2		
City	PHOENIX	
State or Prov	AZ	
County		
Postal Code	85007	

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	Company field Applicant Field Action, Nbr Field Requisition Field Effective Date Field Reasons Fields	R R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	Expense Dist Co Field Expense Acct Unit Field Expense Account Field Expense Sub-Account Field Activity Field Account Category Field	R R R R R R	Leave default information in these fields. No Action Required.	All information needed from the position will be defaulted in.	This is very important. Let the system default the information in from the position. If the information that defaulted in is not accurate, the information <u>must be changed on the position not the employee.</u>
3	Address Line 1 Field Address Line 2 Field City Field State or Prov Field	R O R R	Verify the information that is populated from Hiring Gateway is correct. Information is displayed in the Applicant Value column. **If information is not correct (or is not displayed), type corrected information in the New Value field.	If information is entered, it will be displayed in the New Value column. If the field is not changing, the information will be displayed in the Applicant Value column.	Information must be in ALL CAPS. Do not include Punctuation.
4	County Field	R	Type in the County where the Employee resides.	Information will appear in the New Value Column.	Information must be in ALL CAPS. Do not include Punctuation. County name must be spelled out, example 'MARICOPA'.
5	Postal Code Field	R	Verify the information that is populated from Hiring Gateway is correct. Information is displayed in the Applicant Value column. **If information is not correct (or is not displayed), type corrected information in the New Value field.	If information is entered, it will be displayed in the New Value column. If the field is not changing, the information will be displayed in the Applicant Value column.	Information must be in ALL CAPS. Do not include Punctuation.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
6	Add button	R	Click Add	You will receive a message in the lower left corner "Warning! Action will be immediate; press OK to continue.	There is not an OK tab to click. See next step.
	Add button	R	Click Add Again	Message in lower left corner "Applicant hired; continue	The action has now processed and a Personnel Action Comments form (PA56.1) should appear. It is not recommended, however you can make comments on this form. You must be very careful what you say and how it is worded if you use it. This is the Official Employee Personnel file.

Personnel Action Comments (PA56.1)

HRIS State of Arizona

PERSONNEL ACTION COMMENTS (PA56.1)

Welcome, Jene't I

Go To Preferences Help

XP52.1 2

Close Detach Add Change Delete Inquire Insert PageDown

Home Person...

1

FC	Comments	Print

1	Add or Close	R	<p>If you choose to make comments, type them in and Click Add.</p> <p>If you do not make comments, Click Close</p>	<p>You will see a message in the lower left corner "Done".</p>	<p>Action will be processed and Applicant added to HRIS. The Employee's EIN will be displayed on the Parameters Page in the Employee box.</p> <p>Write down the EIN as you will need it for further actions.</p> <p>If you are adding a comment, you must place a value in the FC field, and type your comment in the comment field BEFORE clicking 'Add'</p>
2	White Search Box	R	Type XP52.1 in the White Search Box. Press Enter on the keyboard	The Individual Action Form (XP52.1) will open.	You may continue with the New Hire Process as described on Page 5.

New Hire Process with Hiring Gateway – Process Update

After the completion of the APP-HIRE1 action on the XP52.4, you will continue with the New Hire Process by completing the following steps as outlined in the HRIS New Hire Process Chart (Page 5):

- HIRE-REHIRE2 on the Individual Action Form (XP52.1) - Required
- HIRE-REHIRE3 on the Individual Action Form (XP52.1) - Required
- I-9 – EEO Action on the Individual Action Form (XP52.1) - Optional
 - Form is covered in the Agency HR Initiator I-9 – EEO Training Material
- Employee State and Federal Taxes on PR13 Employee US Taxes - Required
 - Form is covered in the Agency Taxes Initiator Maintain Tax Deduction Training.
- Additional Contacts on the Additional Contacts Form (HR20.1) – Optional
 - Form is covered in the Agency HR Initiator General Employee Information Training.
- Emergency Contact Information on the Emergency Contacts Form (PA12.1) – Optional
 - Form is covered in the Agency HR Initiator General Employee Information Training.
- Initial Review Information on the Review Form (PA26.1) – Required if used by your agency

For the steps to complete these processes skip to section New Hire Process Continued – Page 38

New Hire Process Without Hiring Gateway

Overview

The New Hire Process without Hiring Gateway will be followed anytime an Employee is hired outside of the Hiring Gateway product; this may typically apply to Direct Hires. When this occurs, there are additional steps that must be completed in HRIS to ensure that the Employee has not previously worked for the State or Arizona.

When an Employee is hired directly, the first step is always to check their SSN against the HRIS database to see if they exist. If the Employee does not exist they will be added to the system as an Applicant, then hired from Applicant to Employee.

After the Employee has been hired, the process is then identical to the New Hire process With Hiring Gateway.

To complete the process, follow the steps as outlined below.

- Lookup the Employee SSN using the ZH11.1 - Social Security Look-Up
 - Form is covered in the Agency HR Initiator SSN Lookup Training Material
- If the SSN does not appear, add the person to HRIS as an applicant using the XP31.1 Enter An Applicant
 - If SSN does appear, hire the employee using the HRIS Rehire process.
- Hire the applicant as an Employee using the XP52.4 Hire An Applicant
- Complete the hire process using the XP52.1 Individual Action
- Update the Employees federal and state tax withholdings using the PR13.1 Employee US Taxes
 - Form is covered in the Agency Taxes Initiator Training Material
- Enter any additional contact numbers using the HR20.1 Additional Contacts
 - Form is covered in the Agency HR Initiator General Employee Information Training Material
- Record and emergency contacts using the PA12.1 Emergency Contacts
 - Form is covered in the Agency HR Initiator General Employee Information Training Material
- If applicable, setup the Employee's initial performance review using the PA26.1 Review.

Applicant Form (XP31.1) – Main Tab

HRIS State of Arizona **APPLICANT (XP31.1)** Welcome, Go To Preferences Help

xp31.1 1 12 [Add](#) [Change](#) [Inquire](#) [Next](#) [Previous](#)

[Home](#) [Applic...](#)

Data Directory
1) Company:
2) Applicant:

Related Pages
[Main](#)
[Apply](#)
[Wk Avail](#)
[Interest](#)
[History](#)
[Address](#)
[Personal](#) 11

Main

2 **Company:**
3 **Applicant:**


4 **Last Name:**
5 **First Name:**
6 **Preferred Name:**
7 **Middle Name:**
Name Title: 8



9 **Status:**
10 **Date Applied:**

Hire Date:
Employee:


[Requisition](#) [Comments](#) [User Fields](#) [Base Curr](#)

Done Internet

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type XP31.1 in the White Search Box. Press Enter on the keyboard	The Applicant Form (XP31.1) opens.	
2	Company Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	Applicant Field	R	Leave blank.	System will assign this number once the action is completed.	
4	Last Name - First Box	O	Type the prefix of the Applicant's Sir name in ALL CAPS.		Every entry into HRIS must be in ALL CAPS.
	Last Name - Second Box	R	Type the Applicant's Last Name in ALL CAPS.		
	Last Name - Third Box	O	Type or use the Drop Down to enter the suffix of the Applicant's last name.		Example, JR, SR. IV, etc.
5	First Name Field	R	Type the Applicant's First Name in ALL CAPS.		
6	Preferred Name Field	O	Type the Applicant's Preferred Name in ALL CAPS.		
7	Middle Name Field	O	Type the Applicant's Middle Name in ALL CAPS.		
8	Name Title Field	O	Type or use the Drop Down to enter the Applicant's Name Title.		Example DR, MR, MS, MRS, etc without punctuation.
9	Status Field	R	Type or use the Drop Down to enter the Applicant's Status.		In general this status should be AA for APPLIED.
10	Date Applied Field	O	Type or use the Drop Down to enter the date the Applicant Applied.		If left blank the system will default in the date the action is entered.
11	Related Pages – Apply Wk Avail Interest History Address Personal	N / A	Information should not be entered on the Applicant Related Pages.		Due to confidentiality reasons, information should not be entered on these forms. All HRIS Users can see information keyed on all Applicants regardless of Agency.
12	Add button	R	Click Add	You will receive a message in the lower left corner of the form Add Complete-Continue.	Action will be entered into the system. The system will assign an Applicant Number. See Example 1 for successfully entry.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search box (See Step #1)	R	Type XP52.4 and Press the enter key on the keyboard.	XP52.4 Form Appears Company and EIN field should be completed.	<p>See Hire an Applicant (XP52.4) Without Hiring Gateway – Parameters Tab below (Page 26)</p> <p> Notes</p> <ul style="list-style-type: none"> Any data entered on this form will default to the associated fields when processing the hire action on XP52.4. Example – Last Name and First Name. This form must be completed for every new hire action <u>unless you are utilizing Hiring Gateway</u>. If you are utilizing Hiring Gateway this step will have been completed by the Gateway. (See HRIS New Hire Flow Chart – Page 5).

Example 1- An Applicant is successfully entered.



APPLICANT (PA31.1)

Welcome, Jene't H

pa31

AddChangeInquireNextPrevious

Go To Preferences Help

HomeApplic...

Data Directory

1) Company: 1

2) Applicant: 5270

Related Pages

Main

Apply

Wk Avail

Interest

History

Address

Personal

Related Links

Applicant Reference

Applicant Job History

Applicant Education

Applicant Competencies

Applicant Certification

Applicant Qualification Override

Applicant Relocation

Applicant Military Service

Applicant Medical

Interviews

Requisition Offers

Requisition Costs

Applicant Profile

Applicant Job Qualification

Applicant Position Qualification

Company: STATE OF ARIZONA

Applicant: PRESLEY, ELVIS A.

Main

Last Name: PRESLEY

First Name: ELVIS

Preferred Name: KING

Middle Name: AARON

Name Title:

Status: APPLIED

Date Applied: 01/01/2004

Hire Date:

Employee:

Requisition

Comments


User Fields

Base Curr

Add Complete - Continue

Internet

Hire an Applicant (XP52.4) Without Hiring Gateway- Parameters Tab (APP-HIRE1)



HIRE AN APPLICANT (XP52.4)

Welcome,
[Go To](#) [Preferences](#) [Help](#)

XP52.4

[Add](#) [Change](#) [Delete](#) [FillDefaults](#) [Inquire](#) [Next](#) [Previous](#)

[Home](#) [Hire a...](#)

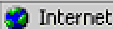

Data Directory
1) Company: 1
2) Applicant: 5270
3) Action, Nbr: APP-HIRE1


Related Pages
[Parameters](#)
[Selected Items 1](#) 16
[Selected Items 2](#)
[Selected Items 3](#)


1 Company: 1
2 Applicant: 5270
Action, Nbr: APP-HIRE1
Requisition:
Effective: 01/01/2004
6 Reasons: H-HIRE H-NC
[Comments](#)

7
8 Immediate: y Yes
9 Anticipated End:
10 Update Benefits: Not Applicable
11 Update Required Deductions: Not Applicable
12 New Deduction Begin Date:
13 Pre-Assign Employee Nbr: Not Applicable
14 Employee:
Assigned Position:
[Curr Calc](#)

Special Processing
15 New Effective Date:



	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	Company field	R	Field should default to Company '1'. If field is not Company '1', Type or Select '1'.		All forms/actions must contain a 1 in the Company Field.
2	Applicant field	R	Type or Select Applicant Number of Applicant to Hire	Name will display next to the field after cursor is moved from the Applicant field	If you do not know the Applicant number, you can use the drop down box at the end of the field and search by Last Name, First Name, SSN, etc.
3	Action, Nbr Field	R	Type or Select 'APP-HIRE1'.		
4	Requisition Field	O	Leave Blank		Field is not used for this action.
5	Effective Date Field	R	Type the Date of Hire for the Employee		Date is formatted as MMDDYY
6	Reasons Field – First Box	R	Type or Select from Drop Down the reason for the Hire Action.		First Reason Code is required.
	Reasons Field - Second Box	O	Type or Select the 2 nd Reason for the Hire Action.		The 2 nd Reason Code is not required however it can be used to better define the reason for the Hire Action. It can be useful for reporting purposes.
7	Inquire Button	R	Click Inquire	You should get message "Inquiry Complete, add new values" in the lower left corner. The system will populate the required fields that are needed and will default all information from Hiring Gateway for the Employee.	DO NOT CLICK Add at this point!
8	Immediate Field	R	Type 'Y' in the Immediate Field.	The Hire Action will process Immediately once the action is completed and added.	All New Hire Actions must be completed Immediately. This is what will give you the EIN for the New Hire once the action has been completed and added.
9	Anticipated End Field	R	Leave Blank	This field must be blank.	
10	Update Benefits Field	R	Type or Select 'Y' from the Drop down.	This field must contain a Y.	Whether the employee is eligible for benefits or not, a 'Y' must be put in this field.
11	Update Required Deductions Field	R	Type or Select 'Y' from the Drop down.	This field must contain a Y.	This will activate the new hires required deductions.
12	New Deduction Begin Date	R	Leave Blank	When the action is processed the system will default in the correct	

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
	Field			date.	
13	Pre-Assign Employee Nbr Field	R	Leave Blank	This field must be blank.	They system will assign the EIN. Do not put anything in this field.
14	Employee Field	R	Leave Blank	This field must be blank. Once the action is correctly completed and added the system will generate and default in the EIN.	Do not enter anything into this field. The system will populate this field once the action has been completed and added.
15	New Effective Date Field	R	Leave Blank	This field must be blank.	Do not enter anything into this field.
16	Selected Items 1	R	Click on the Selected Items 1 tab located under Related Pages on the left menu pane.	The Selected Items 1 section will appear with the necessary fields to be populated.	Information that was imported from the Applicant Form (XP31.1) will default in.

Hire an Applicant (XP52.4) Without Hiring Gateway- Selected Items 1 Tab (APP-HIRE1)

HRIS State of Arizona Welcome, [Go To](#) [Preferences](#) [Help](#)

HIRE AN APPLICANT (XP52.4) 7

XP52.4 Add Change Delete FillDefaults Inquire Next Previous

[Home](#) [Hire a...](#)

Data Directory

1) Company: 1
2) Applicant: 5270
3) Action, Nbr: APP-HIRE1

Related Pages

[Parameters](#)
[Selected Items 1](#)
[Selected Items 2](#)
[Selected Items 5](#) 9 [Items 1](#)

1 {

Company: STATE OF ARIZONA

Applicant: PRESLEY, ELVIS A.

Action, Nbr:

Requisition:

Effective:


Reasons: [Comments](#)

Selected Items 1

Data Item	Applicant Value	New Value
Name - First	ELVIS	
Name - Middle	AARON	
Name - Last	PRESLEY	
Name Suffix		
3 Social Nbr		
Hire Date 4		
5 Status		
6 Position		
Job Code		
Process Level		
Department		
Location		

8 {

Inquiry complete, add new values Internet

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	Company field Applicant Field Action, Nbr Field Requisition Field Effective Date Field Reasons Fields	R R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	Name-First Field Name-Middle Field Name-Last Field Name-Suffix Field	R O R O	Verify the information that is populated from the Applicant Form (XP31.1) is correct. Information is displayed in the Applicant Value column. **If information is not correct (or is not displayed), type corrected information in the New Value field.	If information is entered, it will be displayed in the New Value column/ If the field is not changing, the information will be displayed in the Applicant Value column.	
3	Social Nbr Field	R	Type Employee SSN in the New Value Field		Format is 123-45-6789.
4	Hire Date Field	R	Type the Employees Hire Date		Format is MMDDYYYY Date entered here automatically defaults to the Adjusted Hire Date, Anniversary Date and Seniority Date fields.
5	Status Field	R	Type or Select from the drop down the Employee's Status.		To access the drop down menu, click the V at the end of the Selected Value field.
6	Position Field	R	Type the Employee's Position Number		
7	Fill Defaults button	R	Click Fill Defaults	All information related to the position will be defaulted in. You will receive the message 'Review defaulted fields'.	This is very important. Let the system default the information in from the position.
8	Job Code Field Process Level Field Department Field Location Field	R R R R	Leave default information in this field.	All information needed from the position will be defaulted in.	This is very important. Let the system default the information in from the position. If the information that defaulted in is not accurate, the information <u>must be changed on the position, not the employee.</u>
9	Selected Items 2	R	Click on the Selected Items 2 tab located under Related Pages on the left menu pane.	The Selected Items 2 section will appear with the necessary fields to be populated.	Information that was imported from Hiring Gateway will default in.

Hire an Applicant (XP52.4) Without Hiring Gateway- Selected Items 2 Tab (APP-HIRE1)

HRIS State of Arizona Welcome,

HIRE AN APPLICANT (XP52.4)

Go To Preferences Help

XP52.4 ▾ Add Change Delete FillDefaults Inquire Next Previous

Home Hire a...

Data Directory

1) Company: 1
2) Applicant: 5270
3) Action, Nbr: APP-HIRE1

Related Pages

Parameters
Selected Items 1
Selected Items 2
Selected Items 3

Company: 1 STATE OF ARIZONA

Applicant: 5270 PRESLEY, ELVIS A.

Action, Nbr: APP-HIRE1

Requisition:


Effective: 01/01/2004

Reasons: H-HIRE H-NC [Comments](#)

Selected Items 2

Data Item	Applicant Value	New Value
Supervisor		AD5044
User Level		ADHR210
Pay Frequency		2
Salary Class		H
Rate of Pay		25.4698
Schedule		AREG
Grade		22
Step		
Exempt From Overtime		Y
Pay Plan		EXC
Annual Hours		2080
FTE		1.0

Done Internet

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	Company field Applicant Field Action, Nbr Field Requisition Field Effective Date Field Reasons Fields	R R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	Supervisor Field User Level Field Pay Frequency Field Salary Class Field	R R R R	Leave default information in this field. No Action Required.	All information needed from the position will be defaulted in.	This is very important. Let the system default the information in from the position. If the information that defaulted in is not accurate, the information <u>must be changed on the position not the employee.</u>
3	Rate of Pay Field	R	Type the Rate of Pay for the Employee.		Format for Rate of Pay '00.0000'
4	Schedule Field Grade Field Step Field Exempt from Overtime Field Pay Plan Field Annual Hours Field	R R R R R R	Leave default information in this field. No Action Required.	All information needed from the position will be defaulted in.	This is very important. Let the system default the information in from the position. If the information that defaulted in is not accurate, the information <u>must be changed on the position not the employee.</u>
5	FTE Field	R	Enter the employee's FTE		Full time =1.0, ¾ time = .75, ½ time = .50, and ¼ time = .25
6	Selected Items 3	R	Click on the Selected Items 3 tab located under Related Pages on the left menu pane.	The Selected Items 3 section will appear with the necessary fields to be populated.	Information that was imported from XP31.1 will default in.

Hire an Applicant (XP52.4) Without Hiring Gateway- Selected Items 3 Tab (APP-HIRE1)

HRIS State of Arizona Welcome, Jene't Hagoo

HIRE AN APPLICANT (XP52.4)

Go To Preferences Help

XP52.4 8 Add Change Delete FillDefaults Inquire Next Previous

Home Hire a...

Data Directory

1) Company: 1

2) Applicant: 5270

3) Action, Nbr: APP-HIRE1

Related Pages

[Parameters](#)

[Selected Items 1](#)

[Selected Items 2](#)

[Selected Items 3](#)

[Selected Items 3](#)

Company: 1 STATE OF ARIZONA

Applicant: 5270 PRESLEY, ELVIS A.

Action, Nbr: APP-HIRE1

Requisition:


Effective: 01/01/2004


Reasons: H-HIRE H-NC [Comments](#)

Selected Items 3

Data Item	Applicant Value	New Value
Expense Dist Co		1107
Expense Acct Unit		AD18100
Expense Account		6011
Expense Sub Account		2005
Activity		AD18100
Account Category		ZZZZZ
Address Line 1		
Address Line 2		
City		
State or Prov		
County		
Postal Code		

Review defaulted fields Internet

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	Company field Applicant Field Action, Nbr Field Requisition Field Effective Date Field Reasons Fields	R R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	Expense Dist Co Field Expense Acct Unit Field Expense Account Field Expense Sub-Account Field Activity Field Account Category Field	R R R R R R	Leave default information in this field. No Action Required.	All information needed from the position will be defaulted in.	This is very important. Let the system default the information in from the position. If the information that defaulted in is not accurate, the information <u>must be changed on the position not the employee.</u>
3	Address - Line 1 Field	R	Enter the Employee's Home Street Address		Information must be in ALL CAPS. Do not include Punctuation.
	Address - Line 2 Field	O	Enter additional Address information if needed (ex. Apt or Space Number)		Information must be in ALL CAPS. Do not include Punctuation.
4	City Field	R	Enter the Employee's Home City.		Must be entered in ALL CAPS.
5	State or Prov Field	R	Enter the Employee's Home State		If the Employee lives in a State other than AZ enter that State here. You will need to make changes to the Employee's Supplemental Address in the next processing step. Must be entered in ALL CAPS.
6	County Field	R	Enter the Employee's Home County		Must be entered in ALL CAPS.
7	Postal Code Field	R	Enter the Employee's Home Postal Code		The 5-digit code – example 85007.
8	Add button	R	Click Add to process the action	You will receive a message in the lower left corner "Warning! Action will be immediate; press OK to continue.	There is not an OK tab to click. See next step.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
	Add button	R	Click Add Again	Message in lower left corner "Applicant hired; continue"	The action has now processed and a Personnel Action Comments form (PA56.1) should appear. It is not recommended, however you can make comments on this form. You must be very careful what you say and how it is worded if you use it. This is the Official Employee Personnel file.

Personnel Action Comments (PA56.1)

HRIS State of Arizona

PERSONNEL ACTION COMMENTS (PA56.1)

Welcome, Jene't

Go To Preferences Help

XP52.1 2

Close Detach Add Change Delete Inquire Insert PageDown

Home Person...

1

FC Comments Print

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	Add or Close	R	<p>If you choose to make comments, type them in and Click Add.</p> <p>If you do not make comments, Click Close</p>	You will see a message in the lower left corner "Done".	<p>Action will be processed and Applicant added to HRIS. The Employee's EIN will be displayed on the Parameters Page in the Employee box.</p> <p>Write down the EIN as you will need it for further actions.</p> <p>If you are adding a comment, you must place a value in the FC field, and type your comment in the comment field BEFORE clicking 'Add'</p>
2	White Search Box	R	Type XP52.1 in the White Search Box. Press Enter on the keyboard	The Individual Action Form (XP52.1) will open.	You may continue with the New Hire Process as described on Page 5.

New Hire Process without Hiring Gateway – Process Update

After the completion of the APP-HIRE1 action on the XP52.4, you will continue with the New Hire Process by completing the following steps as outlined in the HRIS New Hire Process Chart (Page 5):

- HIRE-REHIRE2 on the Individual Action Form (XP52.1) - Required
- HIRE-REHIRE3 on the Individual Action Form (XP52.1) - Required
- I-9 – EEO Action on the Individual Action Form (XP52.1) – Optional
- Employee State and Federal Taxes on PR13 Employee US Taxes (See Taxes Initiator) - Required
- Additional Contacts on the Additional Contacts Form (HR20.1) - Optional
- Emergency Contact Information on the Emergency Contacts Form (PA12.1) - Optional
- Initial Review Information on the Review Form (PA26.1) – Required if used by your agency

For the steps to complete these processes skip to section New Hire Process Continued – Page 38

New Hire Process Continued


Overview

For both New Hires with and without Hiring Gateway, the remaining New Hire Process will be identical. After completing the APP-HIRE1 action on the XP52.4, you will continue with the New Hire Process by completing the following steps as outlined in the HRIS New Hire Process Chart (Page 5):

- HIRE-REHIRE2 on the Individual Action Form (XP52.1) - Required
- HIRE-REHIRE3 on the Individual Action Form (XP52.1) - Required
- I-9 – EEO Action on the Individual Action Form (XP52.1) - Optional
 - Form is covered in the Agency HR Initiator I-9 – EEO Training Material
- Employee State and Federal Taxes on PR13 Employee US Taxes - Required
 - Form is covered in the Agency Taxes Initiator Maintain Tax Deduction Training.
- Additional Contacts on the Additional Contacts Form (HR20.1) – Optional
 - Form is covered in the Agency HR Initiator General Employee Information Training.
- Emergency Contact Information on the Emergency Contacts Form (PA12.1) – Optional
 - Form is covered in the Agency HR Initiator General Employee Information Training.
- Initial Review Information on the Review Form (PA26.1) – Required if used by your agency

Some fields may be completed if Hiring Gateway was utilized, those fields will be identified in the Notes section of the table.

Individual Action (XP52.1)- Parameters Tab (HIRE-REHR2)



HRIS
 State of Arizona

INDIVIDUAL ACTION (XP52.1)

Welcome,
 Go To Preferences Help

XP52.1 ▼

[Home](#) [Indivi...](#)

Data Directory

1) Company: 1
 2) Employee: 90997
 3) Action, Nbr: HIRE-REHR2

Related Pages

[Parameters](#) 15
[Selected Items 1](#)
[Selected Items 2](#)
[Selected Items 3](#)

6


1 Company: STATE OF ARIZONA
2 Employee: PRESLEY, ELVIS A.
 Action, Nbr: 3 NEW HIRE-REHIRE SC-2 OF 3
 Effective: 4 5 Reasons: [Comment](#)


Last Chg Date:


Parameters


[Main](#) [Special Processing](#)

7 Immediate: Yes
8 Anticipated End:
9 Update Benefits:
10 Update Required Deductions: Yes
11 Old Deduction End Date:
12 New Deduction Begin Date:
13 Occurrence Type:
14 Participant: [Curr Calc](#)


 Done

 Internet

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	Company Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
2	Employee Field	R	Type the Employee's EIN.	System will bring up needed information from the prior two actions.	You must enter the correct EIN.
3	Action Nbr Field	R	Type or use the Drop Down to enter action ' HIRE-REHR2 '.	Based on the Action Nbr. selected the system will populate the appropriate fields that are needed to complete this action.	
4	Effective Field	R	Type the Effective Date of the action.	The Effective Date of the hire will be in this field.	Date is formatted as MMDDYY
5	Reasons – First Box Field	R	Type or use the Drop Down to enter the reason code for the Hire Action.		One reason code is required.
	Reasons - Second Box Field	O	Type or use the Drop Down to enter the 2 nd Reason Code for the Hire.		The 2 nd Reason Code is not required however it can be used to better define the reason for the Hire Action. It can be useful for reporting purposes.
6	Inquire Button	R	Click Inquire	You should get message "Inquiry Complete, add new values" in the lower left corner. The system will populate the required fields that are needed and will default all information from Hiring Gateway for the Employee.	DO NOT CLICK Add at this point!
7	Immediate Field	R	Type Y in the Immediate Field.	The Hire Action will process Immediately once the action is completed and added.	All New Hire Actions must be completed Immediately.
8	Anticipated End Field	R	Leave Blank	This field must be blank.	
9	Update Benefits Field	R	Type or Select from the Drop Down 'Y – Yes'.	This field must contain a Y.	Whether the employee is eligible for benefits or not, a 'Y' must be put in this field.
10	Update Required Deductions Field	R	Type or Select from the Drop Down 'Y – Yes'.	This field must contain a Y.	This will activate the new hires required deductions.
11	Old Deduction End Date Field	R	Leave Blank	When the action is processed the system will default in the correct date.	

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
12	New Deduction Begin Date Field	R	Leave Blank	When the action is processed the system will default in the correct date.	
13	Occurrence Type Field	R	Leave Blank	This field must be blank.	Do not enter anything into this field.
14	Participant Field	R	Leave Blank	This field must be blank	Do not enter anything into this field.
15	Selected Items 1	R	Click on the Selected Items 1 tab located under Related Pages on the left menu pane.	The Selected Items 1 section will appear with the necessary fields to be populated.	Information that was imported from XP31.1 will appear.

Individual Action (XP52.1)- Selected Items 1 Tab (HIRE-REHR2)



INDIVIDUAL ACTION (XP52.1)

Welcome,
Go To Preferences

XP52.1
Add Change Delete Fill Defaults Inquire Next Previous Reverse Action

Home Indivi...

Data Directory
1) Company: 1
2) Employee: 92627
3) Action, Nbr: HIRE-REHR2

Related Pages
Parameters
Selected Items 1
Selected Items 2 14
Selected Items 3

1


Company: 1
Employee: 92627
Action, Nbr: HIRE-REHR2
Effective: 01/01/2004


STATE OF ARIZONA
PRESLEY, ELVIS A.
NEW HIRE-REHIRE SC-2
Reasons: H-HIRE H-DIRECT

Last Chg Date
569-89-7894


Selected Items 1

Data Item	Current Value	Change To
Preferred Name 2	KING	
Disability 3	N	
Gender 4		
Marital Status 5		
Ethnicity 6		
EEO-4 Group 7		
Exclude From EEO-4 8		
Veteran 9	N	
RETIREMENT CODE 10		
Shift 11	1	
UNDER/OVER FILL 12		
Hire Source 13		

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	Company field Employee Field Action, Nbr Field Requisition Field Effective Date Field Reasons Fields	R R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	Preferred Name Field	O	Key the Employee's Preferred Name.	The Employee's Preferred Name will be in the record.	If this information was entered on the PA31 it will default into this field.
3	Disability Field	R	Key or use the drop down to indicate if the Employee has a disability.		Valid values are N = No, Y = Yes.
4	Gender Field	R	Key or use the drop down to enter the Employee's Gender.		Valid values are M = Male, F = Female
5	Marital Status Field	R	Key or use the drop down to enter the Employee's Marital Status, this is not for tax purposes.		
6	Ethnicity Field	R	Key or use the drop down to enter the Employee's Ethnicity.		
7	EEO-4 Group Field	R	Type the EEO-4 Functional Group for your agency		Valid Values are 01, 02, 03, 04, 06, 08, 09, 10, 11, 12, 14, 15 or 99 (Elected Officials ONLY). See the EEO-4 Function Groups Document to find the one in which you agency is located.
8	Exclude from EEO-4 Field	R	Type 'Y' or 'N' as applicable to the Employee.		All Employees should be 'N', except for those list in the EEO-4 Group 99.
9	Veteran Field	R	Key or use the drop down to enter the Employee's Veteran Status.		This must be a correct status. If you indicate the Employee was born in 1980 and put the Employee is a Vietnam Era Veteran that would not be accurate.
10	RETIREMENT CODE Field	R	Key or use the drop down to enter the appropriate code for the Employee.		
11	Shift Field	O	You only need to enter a shift code if the Employee is on a shift other than 1. The system will default 1 in.		Valid codes are 1 – day shift, 2 – second, swing or evening shift, 3 – night or graveyard shift.
12	UNDER/OVER FILL Field	O	If the Employee is an Under or Over fill, key or use the drop down to enter the Under/Over fill.		This field must be completed if the Employee is an Under/Over fill.
13	Hire Source Field	O	This is an Optional Field.		If utilizing Hiring Gateway this field will be

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
					defaulted in. The default value will be HGR.
14	Selected Items 2	R	Click on the Selected Items 2 tab located under Related Pages on the left menu pane.	The Selected Items 2 section will appear.	Information that was imported from XP31.1 will appear.

Individual Action (XP52.1)- Selected Items 2 Tab (HIRE-REHR2)



INDIVIDUAL ACTION (XP52.1)

Welcome, Jene't Hagood

Go To Preferences Help

XP52.1
Add Change Delete Fill Defaults Inquire Next Previous Reverse Action

Home Indivi...

Data Directory
1) Company: 1
2) Employee: 92627
3) Action, Nbr: HIRE-REHR2

Related Pages
Parameters
Selected Items 1
Selected Items 2
Selected Items 3

Company: 1
Employee: 92627
Action, Nbr: HIRE-REHR2
Effective: 01/01/2004


STATE OF ARIZONA
PRESLEY, ELVIS A.
NEW HIRE-REHIRE SC-2
Reasons: H-HIRE H-DIRECT


Last Chg Date: 01/01/04
569-89-7894
Comments

Selected Items 2

Data Item	Current Value	Change To
Auto Time Record		Y
Automatic Deposit		Y
ANNUAL LEAVE PLAN		
SICK LEAVE PLAN		
CASH/COMP		
EDUCATION		
Adjusted Hire Date	01/01/2004	
AGENCY HIRE DATE		
ORIG STATE HIRE DATE		
JOB CODE HIRE DATE		
STATUS TERM DATE		
Work Schedule		


Done
Internet

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	Company field Employee Field Action, Nbr Field Requisition Field Effective Date Field Reasons Fields	R R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	Auto Time Record Field	R	The system will default a Y in for Yes. No Action Required.		This field must contain a Y.
3	Automatic Deposit Field	R	The system will default a Y in for Yes. No Action Required.		This field must contain a Y.
4	Annual Leave Plan Field	R	Type or Select from the Drop Down the correct Annual Leave Plan for the Employee.		The employee should be place in an Annual Leave plan appropriate for their status and FTE. Example: Employee is a covered ½ time employee they should be in the Covered ½ time Annual Leave Plan.
5	Sick Leave Plan Field	R	Type or Select from the Drop Down the correct Sick Leave Plan for the Employee.		The employee should be place in a Sick Leave plan appropriate for their status and FTE. Example: Employee is a covered ½ time employee they should be in the Covered ½ time Sick Leave Plan.
6	Cash/Comp Field	R	Type or Select from the Drop Down the correct Cash/Comp Plan for the Employee.		The Employee should be placed in the appropriate Cash/Comp plan based on their FLSA designation and the Cash/Comp Election form completed by the Employee. Valid values are: Cash Comp Either None
7	Education Field	O	Select the Education field as applicable for your agency.		This is an Optional Field. Field is not used by all agencies. If your agency does not have an Educational Stipend, do not enter data into this field.
8	Adjusted Hire Date Field	R	Type the Adjusted Hire Date, if applicable.		If you do not enter an Adjusted Hire Date the system will default the Hire Date into

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
					this field Date format is MMDDYY.
9	Agency Hire Date Field	O	Type the Agency Hire Date, if applicable.		This is an optional date field. Key the date the Employee starts with the Agency. Date format is MMDDYY.
10	Orig State Hire Date Field	R	Type the Original State Hire Date.		Date format is MMDDYY.
11	Job Code Hire Date Field	O	Type the Job Code Hire Date.		This is an optional date field. Date format is MMDDYY.
12	Status Term Date Field	O	Type the Status Term Date, if applicable for the Employee Status.		Example - If the Employee is in a probationary status there must be a Status Term Date.
13	Work Schedule Field	R	Type or select from the drop down menu the Employee's appropriate work schedule.		Note: What is in the field affects the Employee's time entry.
14	Selected Items 3	R	Click on the Selected Items 3 tab located under Related Pages on the left menu pane.	The Selected Items 3 section will appear with the necessary fields to be populated.	Information that was imported from XP31.1 will appear.

Individual Action (XP52.1)- Selected Items 3 Tab (HIRE-REHR2)

[illegible]

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	Company field Employee Field Action, Nbr Field Requisition Field Effective Date Field Reasons Fields	R R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	OTHER EMPLOYEE ID# Field	O	Type Other Employee ID# if applicable for your agency.		
3	Birthdate Field	R	Type in the Birthdate for the Employee.		Date Format is MMDDYY If utilizing Hiring Gateway this field will be defaulted in.
4	Add button	R	Click Add to process the action	You will receive a message in the lower left corner "Warning! Action will be immediate; press OK to continue.	There is not an OK tab to click. See next step.
	Add button	R	Click Add Again	Message in lower left corner "Action processed; deductions updated; continue".	The action has now processed and a Personnel Action Comments form (PA56.1) should appear. It is not recommended, however you can make comments on this form. You must be very careful what you say and how it is worded if you use it. This is the Official Employee Personnel file.

Personnel Action Comments (PA56.1)

HRIS State of Arizona

PERSONNEL ACTION COMMENTS (PA56.1)

Welcome, Jene't I

Go To Preferences Help

XP52.1 2

Close Detach Add Change Delete Inquire Insert PageDown

Home Person...

FC	Comments	Print

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	Add or Close	R	<p>If you choose to make comments, type them in and Click Add.</p> <p>If you do not make comments, Click Close</p>	You will see a message in the lower left corner "Done".	<p>Action will be processed and Employee's record will be updated.</p> <p>If you are adding a comment, you must place a value in the FC field, and type your comment in the comment field BEFORE clicking 'Add'</p>
2	White Search Box	R	Type XP52.1 in the White Search Box. Press Enter on the keyboard	The Individual Action Form (XP52.1) will open.	You may continue with the New Hire Process as described on Page 5.

Individual Action (XP52.1)- Parameters Tab (HIRE-REHR3)

HRIS
State of Arizona

WELCOME, Go To Preferences Help

INDIVIDUAL ACTION (XP52.1)

XP52.1 Add Change Delete Fill Defaults Inquire Next Previous Reverse Action

Data Directory

1) Company: 1
2) Employee: 90997
3) Action, Nbr: HIRE-REHR3

Related Pages

Parameters
Selected Items 1 15
Selected Items 2
Selected Items 3

Parameters

1 Company: STATE OF ARIZONA
2 Employee: PRESLEY, ELVIS A.
Action, Nbr: 3 NEW HIRE-REHIRE SC-3
Effective: 4
5 Reasons: [Comments](#)


Parameters


Main **Special Processing**

Immediate: 7 Yes
Anticipated End: 8
Update Benefits: 9
10 Update Required Deductions:
11 Old Deduction End Date:
New Deduction Begin Date: 12
13 Occurrence Type:
14 Participant: [Curr Calc](#)

Inquiry complete, add new values

Internet

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	Company Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
2	Employee Field	R	Type the Employee's EIN.	System will bring up needed information from the prior two actions.	You must enter the correct EIN.
3	Action Nbr Field	R	Type or use the Drop Down to enter action ' HIRE-REHR3 '.	Based on the Action Nbr. selected the system will populate the appropriate fields that are needed to complete this action.	
4	Effective Field	R	Type the Effective Date of the action.	The Effective Date of the hire will be in this field.	Date is formatted as MMDDYY
5	Reasons Field – First Box Field	R	Type or use the Drop Down to enter the reason code for the Hire Action.		One reason code is required.
	Reasons Field - Second Box Field	O	Type or use the Drop Down to enter the 2 nd Reason Code for the Hire.		The 2 nd Reason Code is not required however it can be used to better define the reason for the Hire Action. It can be useful for reporting purposes.
6	Inquire Button	R	Click Inquire	You should get message "Inquiry Complete, add new values" in the lower left corner. The system will populate the required fields that are needed and will default information (as applicable) from Hiring Gateway for the Employee.	DO NOT CLICK Add at this point!
7	Immediate Field	R	Type Y in the Immediate Field.	The Hire Action will process Immediately once the action is completed and added.	All New Hire Actions must be completed Immediately.
8	Anticipated End Field	R	Leave Blank	This field must be blank.	
9	Update Benefits Field	R	Type or Select from the Drop Down 'Y – Yes'.	This field must contain a Y.	Whether the employee is eligible for benefits or not, a 'Y' must be put in this field.
10	Update Required Deductions Field	R	Type or Select from the Drop Down 'Y – Yes'.	This field must contain a Y.	This will activate the new hires required deductions.
11	Old Deduction End Date Field	R	Leave Blank	When the action is processed the system will default in the correct	

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
				date.	
12	New Deduction Begin Date Field	R	Leave Blank	When the action is processed the system will default in the correct date.	
13	Occurrence Type Field	R	Leave Blank	This field must be blank.	Do not enter anything into this field.
14	Participant Field	R	Leave Blank	This field must be blank	Do not enter anything into this field.
15	Selected Items 1 Field	R	Click on the Selected Items 1 tab located under Related Pages on the left menu pane.	The Selected Items 1 section will appear with the necessary fields to be populated.	Information that was imported from XP31.1 will appear.

Individual Action (XP52.1)- Selected Items 1 Tab (HIRE-REHR3)

HRIS
State of Arizona

WELCOME, Go To Preferences Help

XP52.1 14 Add Change Delete Fill Defaults Inquire Next Previous Reverse Action

Home **Indivi...**

Data Directory

1) Company: 1
2) Employee: 90997
3) Action, Nbr: HIRE-REHR3

Related Pages

Parameters
Selected Items 1
Selected Items 2
Selected Items 3


Company: 1 STATE OF ARIZONA
Employee: 92627 PRESLEY, ELVIS A.
Action, Nbr: HIRE-REHR3 NEW HIRE-REHIRE SC-3
Effective: 01/01/2004
Reasons: H-HIRE H-NC [Comments](#)


Last Chg Date: 01/01/0569-89-7894

Selected Items 1

Data Item	Current Value	Change To
Supplemental Addr 1 2	100 N 15TH AVENUE	<input type="text"/> V
Supplemental Addr 2 3	APARTMENT 261	<input type="text"/> V
Supplemental City 4	PHOENIX	<input type="text"/> V
Supp State or Prov 5	AZ	<input type="text"/> V
Supplemental Postal 6	85007	<input type="text"/> V
Telephone - Work 7		602.542.7404 V
Telephone - Work Ext 8		<input type="text"/> V
Badge Number 9		<input type="text"/> V
Badge Code 10		<input type="text"/> V
DPS-SDA 11		<input type="text"/> V
Seniority Date 12	01/01/2004	<input type="text"/> V
E-Mail Address 13		ELVIS.PRESLEY@AD.STATE.AZ.US V

Done Internet

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	Company field Employee Field Action, Nbr Field Requisition Field Effective Date Field Reasons Fields	R R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
2	Supplemental Addr 1 Field	R	This field will default in from the Home Address. Type an Address 1 if applicable for the Employee (see Notes)	.	If the Employee lives in a state other than Arizona, you must place an Arizona Address in the supplemental address fields.
3	Supplemental Addr 2 Field	R	This field will default in from the Home Address Type an Address 2 if applicable for the Employee (see Notes)		If the Employee lives in a state other than Arizona, you must place an Arizona Address in the supplemental address fields.
4	Supplemental City Field	R	This field will default in from the Home City. Type a City if applicable for the Employee (see Notes)		If the Employee lives in a state other than Arizona, you must place an Arizona Address in the supplemental address fields.
5	Supp State or Prov Field	R	This field will default in from the Home State. Type a State if applicable for the Employee (see Notes)		If the Employee lives in a state other than Arizona, you must place an Arizona Address in the supplemental address fields.
6	Supplemental Postal Field	O	This field will default in from the Home Postal. Type a Postal if applicable for the Employee (see Notes)		If the Employee lives in a state other than Arizona, you must place an Arizona Address in the supplemental address fields.
7	Telephone-Work Field	R	Type in the Employee's work phone number.	Employees work number will be in the system.	Format 999.999.9999
8	Telephone-Work Ext Field	O	If the Employee has a work Ext. type in the extension number.		Field should only be entered if an Extension is required.
9	Badge Number Field	O	Type in the Employee's Badge number if applicable for you agency.		This is an optional field.
10	Badge Code Field	O	Type in the Employee's Badge Code if applicable for your		This is an optional field.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
			agency.		
11	DPS-SDA Field	O	This is an optional field used by specific agencies.		
12	Seniority Date Field	O	The Seniority Date will default from the Hire Date.		This date must be the same as the hire date.
13	E-Mail Address Field	R	Enter the Employee's work email address.		If the employee does not have access to email, follow your agency's guidelines on whose email address will populate this field.
14	Add button	R	Click Add to process the action	You will receive a message in the lower left corner "Warning! Action will be immediate; press OK to continue.	There is not an OK tab to click. See next step.
	Add button	R	Click Add Again	Message in lower left corner "Action processed; deductions updated; continue".	The action has now processed and a Personnel Action Comments form (PA56.1) should appear. It is not recommended, however you can make comments on this form. You must be very careful what you say and how it is worded if you use it. This is the Official Employee Personnel file. Note: The Selected Items 2 & 3 tabs are blank in this Action. No Action is required on these tabs.

Personnel Action Comments (PA56.1)

HRIS State of Arizona

PERSONNEL ACTION COMMENTS (PA56.1)

Welcome, Jene't I

Go To Preferences Help

XP52.1 2

Close Detach Add Change Delete Inquire Insert PageDown

Home Person...

1

FC	Comments	Print

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	Add or Close	R	<p>If you choose to make comments, type them in and Click Add.</p> <p>If you do not make comments, Click Close</p>	You will see a message in the lower left corner "Done".	<p>Action will be processed and Employee's record will be updated.</p> <p>If you are adding a comment, you must place a value in the FC field, and type your comment in the comment field BEFORE clicking 'Add'</p>
2	White Search Box	R	Type XP52.1 in the White Search Box. Press Enter on the keyboard	The Individual Action Form (XP52.1) will open.	You may continue with the New Hire Process as described on Page 5.

Review Form (PA26.1)

HRIS State of Arizona

REVIEW (PA26.1)

Welcome, [Go To](#) [Preferences](#) [Help](#)

PA26 **12** [Add](#) [Change](#) [Delete](#) [Inquire](#) [Next](#) [Previous](#)

Home **Review**

Data Directory

1) Company:
2) Employee:
3) Scheduled Date:
4) Review Type:


Related Links

[Emergency Contact](#)
[Military Service](#)
[Medical](#)
[Work Restriction and Accommodation](#)
[Company Property](#)
[Automobile Information](#)
[Travel Information](#)
[Prior Work History](#)
[Education](#)
[Competencies](#)
[Certifications](#)
[Employee Qualification Override](#)
[Relocation](#)
[Employee Benefits](#)
[Dependent](#)
[Review Schedule Report](#)
[Review History Report](#)
[Employee Review Document](#)

1 Company:
2 Employee:
4 Scheduled Date:
5 Review Type:
6 Review Date:
7 Rating:
8 Reviewed By:
9 Review Schedule:
Next Review Date: **10**
Next Review Type: **11**

[Comments](#)

Done Internet

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	Company Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
2	Employee Field	R	Type the Employee's EIN.	System will access information for that EIN.	
3	Inquire button	R	Click Inquire	The system will access needed information for the EIN.	
4	Scheduled Date Field	R	In the Scheduled Date field, type the appropriate date of the review.		Date must be in the format of MMDDYY.
5	Review Type Field	R	In the Review Type field, select the type of review from the drop down menu.		For a new hire the review type should be defined – example 'ORIG PROB'.
6	Review Date Field	O	Leave Blank		Date must be in the format of MMDDYY. If this field is left blank, it will default to the scheduled date.
7	Rating Field	O	Leave Blank		
8	Reviewed By Field	O	Leave Blank		
9	Review Schedule Field	O	Leave Blank		This information will default in from the ZM90 form once completed.
10	Next Review Date Field	O	Leave Blank		
11	Next Review Type Field	O	Leave Blank		
12	Add button	R	Click Add	You will see a message in the lower left corner "Add Complete - Corner".	Set up Review for Employee is completed.